

ADMINISTRATIVE-INTERNAL USE ONLY

November 1972

MEMORANDUM FOR: Leg Counsel

SUBJECT : [ ] Telephone Directory -  
January 1973

1. The Office of Logistics will issue a new CIA Telephone Directory during the month of January. The cutoff date for the receipt of information to appear in the January issue will be 7 December 1972. The efficiency and accuracy of the CIA Telephone Directory and the Telephone Information Service is dependent upon each office's reporting required personnel status changes, in accordance with CIA Handbook [ ] as well as changes in approved organizational and functional directory listings.

2. It is requested that any changes concerning personnel listings be submitted by 7 December 1972 on Form 642 (Personnel Information Card) to the Locator Control Officer, Room 5E13 Headquarters Building. In addition, it is requested that the following information be submitted to the Telephone Facilities Branch, 1C6207 Headquarters by 7 December 1972.

- a. Necessary additions, deletions, or other changes to the classified and functional sections of the directory.
- b. The number of copies of the directory required and the building and room number to which they should be delivered.

3. In recognition of the sensitivity inherent in any document disclosing the organization structure of CIA and the names and phone numbers of CIA officials, you are reminded that strict accountability, as prescribed in CIA Handbook [ ], dated 29 April 1965, shall be maintained for each copy of the directory. A memorandum certifying to the destruction of those copies of the October 1972 edition of the Directory charged to you must be forwarded to the Telephone Facilities Branch, 1C6207 Headquarters Building, within 31 days after distribution of the January directory.

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Chief, Logistics Services Division, OL

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